

8-20-1957

## Board of Trustees Minutes, August 20, 1957

Eastern Washington College of Education

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MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
Eastern Washington College of Education  
2:00 p.m., Tuesday, August 20, 1957

The Board of Trustees of Eastern Washington College of Education met in Mr. Rasque's office in the Washington Trust Building, Spokane, at two o'clock, Tuesday, August 20, 1957. Those present were Mrs. R. R. Morrison, acting chairman, Mrs. Frank Laughbon, Mr. Harvey Erickson, newly appointed board member, Dr. W. W. Force, secretary, Mr. M. H. Surbeck, director of the physical plant, Mr. George Rasque, college architect, and Dr. Don S. Patterson, college president.

MINUTES

The minutes for the meeting of the board of trustees on July 13 were approved.

RESIGNATIONS

The board accepted the following resignations:

Dr. E. Foster Arthur, assistant professor of science  
Aleda Mae Rehm, assistant to the registrar, as of  
August 12, plus 14 days accrued vacation  
Joyce Frasier, clerk, deans' office, as of August 16, plus  
14 1/2 days accrued vacation  
Phyllis Truscott, clerk, registry office, as of August 16,  
plus 14 1/2 days accrued vacation  
Emily McIntyre, clerical library assistant, as of August 16

NEW APPOINTMENTS

The board approved the following appointments to the college staff:

Faculty for the 1957-58 academic year:

Darrell P. Morse, A.B. Santa Barbara College; M. A., University of California; graduate work, University of California: assistant professor of history, at \$5400

Raymond L. Schults, B. A., Drew College; M. A., Ph. D., UCLA: assistant professor of history at \$5500 (first step on schedule)

John Fertakis, B. .A in Ed., EWCE; graduate work, University of Oregon: acting instructor in business education, at \$4600 (vice-Sylvanus Comer)

G. E. Carlson, B. S., Stout Institute; M. S., Ph. D., University of Wisconsin: assistant professor of education- supervisor of student teachers, at \$5700 (third step on schedule)



James Barnes, B. A., North Dakota; M. A., 45 hours graduate work, University of Minnesota: assistant professor of education-supervisor of student teachers, at \$5600 (2nd step on schedule)

Samuel W. Bowne, Jr., Ph. D., Cornell University: assistant professor of chemistry, at \$5500 (one step on schedule)

Oscar E. Banks, B. S., Mississippi Southern College; graduate study, West Virginia University: instructor in journalism and radio, at \$4600 (Later: declined appointment)

James D. Everman, B. A. in Ed., EWCE, graduate study, EWCE, acting instructor, Campus School, at \$4700

Ralph Stredwick, B. A. in Ed., EWCE, graduate study, EWCE: acting instructor, Campus School, at \$5000

Dr. Patterson reported that two positions remain to be filled and the board authorized him to select persons from the Emeriti Employment Registry for these positions, if necessary.

#### Staff

Walter B. Shepard, painter, at \$300 per month as of August 1 (new position)

Frances Badgley, junior secretary, veterans' affairs (new position), at \$220 per month, two weeks from July 22 to August 2, and from August 19

Verna Baumgarner, junior secretary, Division of Language and Literature, at \$220 per month, as of Mrs. MacPhee's resignation

#### Post Session Summer School

Charles Salt, instructor in Washington State Manual, at \$160

#### SALARY ADJUSTMENTS

The board approved the salary adjustments as indicated below:

Chester Shepard, carpenter, from \$3530 to \$3600, effective July 1, in order to meet base pay schedule

Christine Teraoka, assistant director of foods service, from \$300 to \$330 as of July 1

Adjustment in summer salaries in order to make allowance for travel for

Esther Veen Huis

Jean Berger

Philip Cox

Change in rate of pay for substitutes in the Campus School from \$12 to \$16 per day

Change in rate of pay for dining hall employees in accordance with adopted pay schedule (See copy attached to official copy of minutes)



## CHANGE IN HOURLY RATE OF PAY

The board approved the following hourly rate of pay for temporary employees:

Cleaning women, from 95¢ to \$1.05  
 Janitors, from \$1.00 to \$1.25  
 Paint Crew, from \$1.25 to \$1.35  
 Faculty members on paint crew, from \$250 to \$300 (monthly)  
 Student Union bookstore clerk, from \$1.00 to \$1.10  
 Overtime for permanent employees in lieu of compensatory time, from \$1.25 to \$1.50

## HAGELIN MEMORIAL SCHOLARSHIP

The board approved the establishment of a home economics fellowship or scholarship in memory of Mrs. Woodville Hagelin, the funds to be derived from gifts.

## TRAVEL

The board approved the travel request of Miss Alice Moe to attend a speech conference in Boston to the extent of \$126.72 for transportation from Milwaukee to Boston and return.

## AUTHORIZATION FOR PURCHASE OF PROPERTY

The reports of the three appraisers appointed by the college administration (Messrs. Ed Betz, T. J. Meenach, C. M. Follevaag) to appraise the five pieces of property on Seventh Street, Cheney, to be purchased by the college for a site for the campus school and other buildings, were opened. The appraisals were as follows:

	Butler	Tobler Estate	Shields	Bowlsby	Walker
Betz	\$10,700	\$7,000.00	\$9,100	\$12,150	\$11,850
Follevaag	9,000	5,500	8,400	10,500	10,350
Meenach	9,250	6,000	8,500	11,000	11,000

It was moved and seconded that the appraisers' reports be averaged and that this average price be the initial offer to the property owners. It was further stipulated that in no case shall the highest appraised price be exceeded in negotiating for the designated pieces of property. Motion carried. The average prices are as follows:

Butler	Tobler Estate	Shields	Bowlsby	Walker
\$9,650	\$6,166.67	\$8,666.67	\$11,216.67	\$11,066.67



## PLANS FOR CAMPUS SCHOOL BUILDING

It was moved and seconded that the president be authorized to initiate plans for the small campus school and to employ Mr. George M. Rasque as the college architect under the "Form of Agreement" which includes a fee of six percent (6%) on the contract price of the building when it is constructed. Motion carried.

## STUDY OF STEAM DISTRIBUTION

It was moved and seconded that a study of the steam distribution and condensate return lines over the campus be authorized and that Mr. Jack Reeves, C. E., be employed to carry on the study.

## INVITATION TO BOARD MEMBERS

The president invited the members of the Board of Trustees and their wives or husbands to attend a dinner and reception in their honor on the evening of September 12 at six-thirty in Louise Anderson Hall, and to attend the Faculty Orientation meetings during the days of September 12 and 13.

## REPORT OF COMMITTEE OF NINE

Dr. Patterson gave a brief report of the last meeting of the Committee of Nine, copy attached.

## RULES GOVERNING INSURANCE AND ANNUITY

A proposed set of rules to cover the teachers insurance and annuity retirement for members of the college instructional and administrative personnel was submitted for the information of the members of the board. Copy attached.

## REPORT ON DR. ELLIS'S VISIT

The president reported on the visit of Dr. Paul Ellis, auditor of the Interim Committee as follows:

1. Dr. Ellis was very friendly and constructive in his point of view about future needs of Eastern Washington College.
2. Dr. Ellis indicated that the Legislative Budget Committee had now extended its future planning years from 1965 to 1970. This will mean a brand new look at Eastern's facility needs since it adds five years to the projected plans.

3. Dr. Ellis indicated that if the \$25,000,000 bond issue is acted upon favorably by the people in the fall of 1958, this money will be programmed in terms of first priority needs of the institutions of higher learning. He indicated that the University would probably not request any money from this bond issue, if approval comes, because they have now been granted permission to use the other half of their tuition for local university construction. During the past number of years, they have only been allowed to use one half of the tuition for building purposes.

4. Dr. Ellis now wants the colleges to project new plans for sites, additional lands to be acquired, and new buildings or any modifications of its present facilities, and desires this to be programmed by priorities for the next four or five years.

#### ENROLLMENT PROJECTIONS

The Washington Census Board predicted a low of 1400 students, a median of 1500, and a high of 1650 for Eastern for this fall. Our previous local predictions were for a total enrollment of 1740, with full-time equivalents of 1680, but with the unusually large number of applications for freshmen and transfers, it looks like both local and state predictions will be exceeded by as many as 200 or 250. If the college enrollment of new freshmen this fall is as many as 950, we could easily have between 1900 and 2000 students by October 1, 1957.



## OPENING OF BIDS

Addition to Industrial Arts Building

Bids for the addition to the Industrial Arts Building were opened at 3:15 p.m. The following bids were received:

Contractors	Basic Bid	Alternate I
Custis, Kenneth	\$ 51,659.00	\$3,598.00
Hilton, Wm. L. Co.	54,215.00	3,512.00
Hood, Troy B., Inc.	54,460.00	5,000.00
Kop's Construction Co.	51,427.00	3,787.00
Morin, S. G. & Son	52,400.00	4,000.00
McGovney, Clarence	49,884.00	4,184.00
Popp, A.J., Construction Co.	63,494.00	3,641.00
Sceva Construction Co, Inc.	49,352.00	3,788.00
Vista Construction, Inc.	47,479.00	3,748.00
Warner & Brown, Inc.	49,342.00	4,168.00
Worst Construction Co.	49,686.00	3,628.00
Coeur d'Alene, Idaho		

Mr. Erickson moved that the bid of the Vista Construction Company, Incorporated, be accepted and the contract awarded to them for \$47,479.00. Mrs. Laughbon seconded the motion and the motion was carried.

Roofing Repairs

The bids for the roofing repairs to designated buildings on the campus were opened at 3:30 p.m. The following bids were received:

Krueger Sheet Metal Co.	Monk and Evers	Spokane Roofing	Columbia Roofing-Ephrata
\$14,145	\$16,177	\$13,806	\$24,828

It was moved by Mrs. Laughbon that the bid of the Spokane Roofing Company be accepted, deleting Item 8 and accepting in lieu Item 10, Alternate No. 2. The basic bid was \$13,806, deleting \$11,256 and accepting \$11,311 in lieu of the \$11,256, making the contract total \$13,861. Mr. Erickson seconded the motion. Motion carried.

Paving and Street Repairs

Bids were opened at 3:45 p.m. on paving and street repairs. The following two bids were offered:

Inland Asphalt Company	United Paving Company
\$25,363.25	\$24,002.50

Mr. Erickson moved that the bid of the United Paving Company be accepted and the contract awarded for \$24,002.50. Mrs. Laughbon seconded the motion. Motion carried.

DATE OF JOINT BOARD MEETING

It was announced that the next meeting of the joint board of the three colleges of education would be at 7:30 p.m. on the evening of November 22 in the Edmund Meany Hotel in Seattle.

There will be a regular meeting of our board at 8:00 a.m. on November 23 in the Edmund Meany Hotel.

NEXT MEETING OF BOARD

The next meeting of the Board of Trustees will be at 4:30 p.m., September 12, 1957, in Louise Anderson Hall.

ADJOURNED

The meeting adjourned at 4:00 p.m.

APPROVED

Jelma R. Morrison  
J. Harold Anderson, Chairman

W. W. Force  
W. W. Force, Secretary



To action

1. Faculty Link Committee  
1 by adm Council  
2 " Faculty Organs.  
3 members
2. Faculty Salary Committee  
appointed by Faculty Org  
3 members

**COMMITTEE OF NINE**

**DATE:** August 2, 1957

**PLACE:** W.E.A. Headquarters Building, Seattle

**PRESENT:** W.W.C.E.

E.W.C.E.

Mr. Donald Ferris  
Mr. Sam J. Buchanan

Dr. James Brooks  
Dr. William Newsom

C.W.C.E.

Legislative Auditor

Dr. Eldon Jacobsen  
Mr. Kenneth Courson  
Dr. J. Wesley Crum

Dr. Paul Ellis

**ABSENT:** Dr. Maurice Freehill - W.W.C.E.  
Dr. W. W. Force - E.W.C.E.

**MINUTES:**

1. The first item of business was the consideration of possible "building utilization" studies.

The Committee asked Paul Ellis if it would be possible for the State of Washington to employ an outside firm to make a "building utilization" study and perhaps a "deferred maintenance study." Dr. Ellis was receptive to the idea of having an outside firm make the "building utilization" study but was of the opinion that each institution would have to finance its share of the cost.

Several firms were suggested as groups that might be considered for such a study. Mr. Courson, Mr. Buchanan and Mr. Newsom agreed to communicate concerning the nature and extent of a possible building utilization study and to obtain estimates from the firms as to the costs for such a study. The firms listed were as follows:

- a. S.V.A. Inc. (Space Utilization Analysis)  
New York  
(Dr. Newsom to contact.)
- b. N. L. Engelhardt  
Columbia University  
(Dr. Newsom to contact.)
- c. National Confederation of College and  
University Business Officers  
(Mr. Courson to contact.)
- d. Puget Planners  
(Mr. Buchanan to contact.)
- e. Donovan Smith  
University of California  
(Mr. Courson to contact.)

It was the consensus of the group that a joint study would be desirable and that information as to possible costs might well be obtained before the question of bringing in an outside firm is presented to the presidents and the boards of



trustees for their consideration. It was agreed that any building utilization study should be related to building needs in light of projected enrollments for at least 10 years and possible changes in utilization practices. It was suggested that these projections should be based both on Calvin Schmid's median projections and each institutions independent projections.

Paul Ellis suggested that if the employment of a firm to make a utilization study is presented to the joint boards it might be well to invite members of the Legislative Budget Committee to be present. He felt that this would add weight to the report when presented to the Legislature.

2. The next item of business discussed was that of conducting a faculty salary study. It was agreed that this study should show salaries and salary trends over a period of years and that the salaries of the faculties of the three colleges of education should be compared with (a) public school supervisors, principals, and directors in first class school districts of Washington (and possibly other states). It was also suggested that faculty salaries be compared with salaries in comparable institutions in at least Oregon, California, New Jersey, Connecticut, New York, Michigan, Illinois, Indiana, Minnesota, and Iowa (include all states covered in the 1955-57 study plus others desired).

Paul Ellis suggested that mean salaries would be meaningful to the Legislature. Both mean and median figures may need to be obtained, where possible, in order to make direct comparisons as well as trends. Minimum and maximum salaries should be obtained for each rank. It was suggested that we might well consider including such benefits as leaves, insurance, etc. in the study.

Mr. Ferris, Dr. Newsom and Dr. Crum were asked to try to arrange for two members of each of the local faculty salary committees to meet with three representatives of the Committee of Nine at its next meeting in order to develop the survey instrument and get the study started.

The Committee of Nine agreed to consider the questions: Are salaries comparable in the three colleges of education? and are the three colleges of education staffed comparably? as soon as the salary survey data is available.

3. The Committee agreed to continue to use and evaluate the staffing formula (standards) agreed upon last year. It was as follows:

- 1 teaching faculty member to 20 lower division students.

- 1 teaching faculty member to 13 upper division students.

- 1 teaching faculty member to 10 graduate students.

and

- 15 quarter credits equals 1 full time equivalent undergraduate student.

- 12 quarter credits equals 1 full time equivalent graduate student.

It was agreed that each institution would study its 1957 summer session and 1957 autumn quarter staff in light of these standards and bring the results to the next meeting. These figures were to be presented in comparison with similar figures for previous years.

A discussion followed as to the need for changing practices on assigning loads to faculty members during the summer sessions when the graduate student enrollment is high. This will be given further consideration.

4. The next topic considered was that of costs other than those of the teaching faculty. It was agreed that the three business managers would prepare:
  - a. A list of all personnel, other than teaching faculty, by type of position and list dollar salary figures for each, and
  - b. statements of total operating expenses (state funds) for the fiscal



year ending June 30, 1957. These are to be classified according to state classifications.

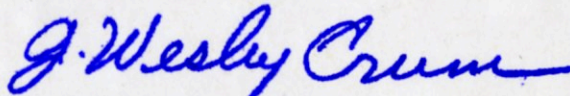
It was suggested that the three business managers exchange these prior to the next meeting and bring copies for the committee members.

5. It was agreed that the Committee of Nine will study faculty assignment and load policies. It was suggested that a local faculty committee be established to assist with this study and that one member of each of these local committees come to the second fall meeting of the Committee of Nine. Mr. Crum agreed to attach a statement of Central's policies to these minutes (See attached).
6. The Committee of Nine feels that one of the Committee of Nine should meet regularly with each of the local committees working on topics assigned or coordinated by the Committee of Nine.
7. It was agreed that one member of each of the local committees studying sick leave policies and other non-salary benefits be invited to meet with the Committee of Nine at its second fall meeting.

(NOTE PAGE 3 OF THE MINUTES OF THE JULY 13, 1957 MEETING OF THE JOINT BOARDS. This implies that a group should study sick leave for non-faculty employees. It is assumed that each of the three institutions will see that a committee is established for the non-faculty staff members and that a representative of this group will meet with the Committee of Nine at the same time as the faculty representative meets with the Committee.)

8. The next meeting of the Committee of Nine will be in Cheney on October 11, starting at 9:00 A.M.

Respectfully submitted,



J. Wesley Crum  
Chairman

JWC:mma  
Enc.